**Special Educational Needs Coordinator (SENDCo)**

**St Paul’s Church of England Primary School**

*Hampton Dene Road | Hereford | HR1 1UX*

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*Headteacher: Mrs Elizabeth Vautier-Thomas*

Required: June 2025

Contract: Permanent

Hours: Full time

Pay scale: UPR+SEND allowance

St Paul's C of E Primary School is a primary school of 420 children with a deep-rooted Christian vision that underpins all that we do. Our school is set in beautiful grounds on the edge of Hereford, with large outdoor spaces, a nurture garden, conservation area, and a wide range of sporting clubs. Our fantastic facilities also include two libraries, a STEM lab, EYFS area, language hub, and a food bank, all of which help our children to flourish.

With around 60 staff, we are a thriving and inclusive community, committed to providing the best possible education for all our pupils.

**Special Educational Needs Coordinator (SENDCo)**

We are seeking an exceptional and experienced SENDCo to join our dedicated team at St Paul's C of E Primary School. As our SENDCo, you will play a pivotal role in leading and developing our SEND provision, ensuring that all pupils with special educational needs and disabilities receive the support and opportunities they need to thrive.

**Key Responsibilities:**

* Lead and develop the SEND team with a strategic overview, including policy writing, planning, and supporting other staff.
* Liaise with staff, parents, and outside agencies to support the progress of our SEND pupils.
* Prepare and manage statutory EHCP paperwork, ensuring legal and statutory requirements are met.
* Organise and manage annual reviews.
* Provide regular reports to the senior leadership team and local stakeholder boards on the progress and performance of SEND pupils.
* Ensure effective teaching and learning for SEND pupils.
* Monitor the quality of SEND support, ensuring systems are coordinated, evaluated, and regularly reviewed.
* Contribute to the safeguarding of all pupils, especially those with SEND.

**Requirements:**

* Qualified Teacher Status (QTS) or equivalent
* National Award for Special Educational Needs Co-ordinator (NASENCO)
* Successful experience as a SENDCo or in a similar leadership role
* Thorough knowledge of the SEND Code of Practice and relevant legislation
* Excellent communication and interpersonal skills
* Strong organisational and administrative abilities
* Commitment to inclusive practice and a passion for supporting pupils with SEND

**Desirable Qualities:**

* Experience in leading and managing a team
* Expertise in specific SEND areas
* Ability to analyse and interpret data to inform decision-making
* Proven track record of improving outcomes for SEND pupils

This is an exciting opportunity to join our thriving school community and make a real difference in the lives of our SEND pupils. If you have the skills, experience, and dedication to excel in this role, we encourage you to apply.

**Why Choose St Paul's C of E Primary School?**

* Excellent facilities and resources to support teaching and learning
* Opportunities for professional development and career progression
* Friendly and supportive colleagues who are committed to our school's values
* Beautiful grounds and a nurturing environment for our pupils to flourish

School visit dates: Thursday 23rd January 2025 9am

 Tuesday 4th February 2025 3.45pm

 Monday 10th February 2025 3.45pm

 Wednesday 12th February 2025 8.30am

Closing Date and Shortlisting: Wednesday 12th March 12pm

Interview: Thursday 20th March 2025

St Paul’s Primary School is a safer recruitment employer who will prioritise safeguarding and promoting the welfare of children and adults. We welcome applicants whatever their personal characteristics or social identity.

The role is engaging with pupils in regulated activity and it is an offence to apply for a role involving regulated activity with children if you are barred from this type of activity. As part of the selection process, senior leaders may carry out online checks of candidates’ social media accounts. The post is subject to an enhanced DBS check and 2 satisfactory references, one of which should be your last employer.

Job description, personal specification and application form can be found on the St Paul’s website: [www.stpaulsprimary.com](http://www.stpaulsprimary.com) or by contacting admin@st-pauls.hereford.sch.uk